### SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

# CY2013 Annual Emissions Reporting Program

Workshop

#### Agenda

- Program Overview
- What's New This Year
- Reporting Process
- Frequently Asked Questions

### Agenda (cont.)

- AER Web Tool
- Questions & Answers
- Hands On Training

### **Program Overview**

## Annual Emissions Reporting AQMD Rule 301(e)

- Report annual emissions from permitted and nonpermitted equipment / processes
- Pay emission fees for total emissions that exceeded the thresholds for:
  - Criteria Pollutants
  - 24 Toxic Air Contaminants and Ozone Depleting Compounds (TACs and ODCs)

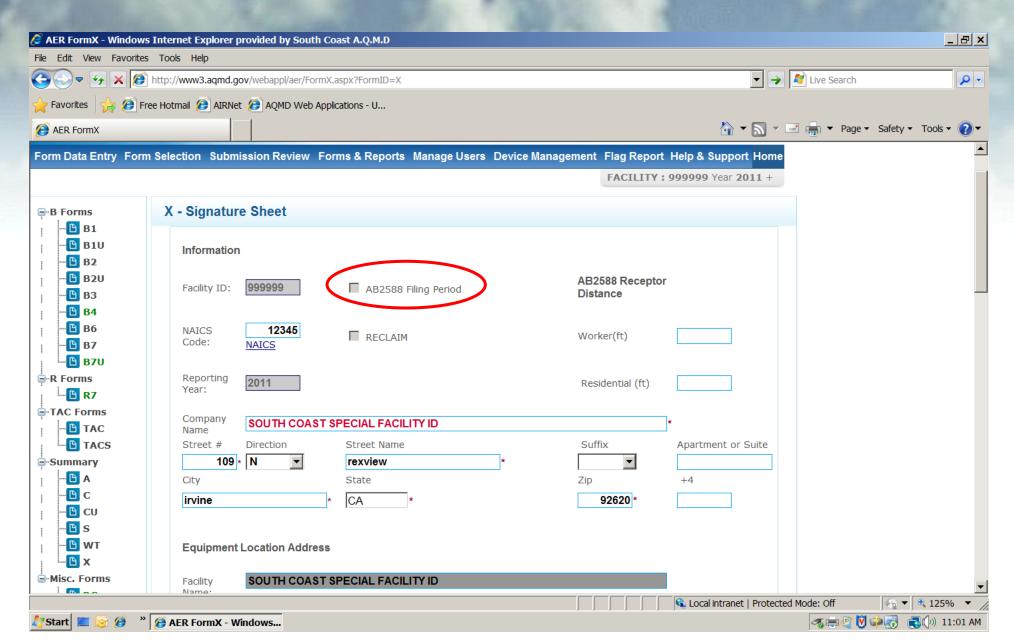
#### **AB-2588 Facilities**

#### **Annual Emissions Reporting**

- Criteria pollutants, 24 toxics and ODCs
- Annual reporting
- Fees based on annual emissions

#### **AB2588 Program**

- Public right-to-know program
- Approximately 177 toxics
- Once Every 4-year reporting
- Fees based on risks



### Fee Exemption for TACs/ODCs

- Small dry cleaners
  - < 2 tons/year of Perchloroethylene</p>



- Other <u>small</u> facilities
  - < 2 tons/year (Formaldehyde, Perchloroethylene or Methylene Chloride)</p>
  - Need to file exemption

Definition of Small Business: 10 or less employees and \$500,000 or less in annual gross receipts)

# What are the Annual Emissions Reports Used For?

- Criteria and toxics emissions inventory
- AQMP and rule development
- Compliance verification
- Title V and RECLAIM Programs
- Revenue projection

#### Who Should File The Report?

- Notified by a letter
- Identified as:
  - Phase 2 AB2588 facility
- Emitted:
  - ≥ 4 tons/year of VOC, SPOG, NOx, SOx, or PM, or
  - ≥ 100 tons/year of CO, or
  - In excess of the annual thresholds for 24 TACs

#### When Is The Due Date?

- Submittal Due date is March 4, 2014
- Data must be electronically submitted on or before due date
- Official Reports with signature must be
  - ✓ Postmarked by March 4, 2014 OR
  - ✓ Date stamped by the District as Received by 5:00 PM on March 4, 2014
- Reports with fees submitted after March 4,
   2014 will incur late payment surcharge

### Where Should I Submit My Report?

#### Mail - Use pre-printed return envelope and include:

- Forms S, TACS, X with signature, and A (if applicable)
- On-Line Submittal Confirmation
- Check payable to SCAQMD for all fees due (if applicable)
- Mail to



SCAQMD 2013 Annual Emissions Report File No. 54493 Los Angeles, CA 90074-4493

### Where Should I Submit My Report? (cont.)

Drop-Off – Messenger or Courier Service



SCAQMD
2013 Annual Emissions Report
Attn: Finance Cashier
21865 Copley Drive
Diamond Bar, CA 91765-4178

### What's New This Year?

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- Emission Fee Rates in Rule 301(e)
- AB2588 Quadrennial Reporting Phase 2
- Updated VOC default emission factor for well cellars
- Updated Guidelines for Calculating Emissions from Paint, Resin, and Ink Manufacturing Operations
- Added Guidelines for Calculating Emissions from Greenwaste Composting and Co-Composting Operations

### What's New This Year?

(cont.)

- New AER Reporting Tool
  - Report Emissions on Device/Equipment Levels
  - Optional for CY 2013 Emission Reporting
  - Mandatory for CY 2014 Emission Reporting
- Refer to AER Web-Site at <a href="http://www.aqmd.gov/aer/aer.html">http://www.aqmd.gov/aer/aer.html</a>
   for more details

### What's New This Year? (cont.)

#### Few Reminders

- Emission Data Must Be Received Electronically (Press the submit Button)
- **►** Mail in:
  - ✓ Signed Form X
  - **✓** Data Submittal Confirmation
  - **✓** Emission Fees (if any)

### What's New This Year? (cont.)

- Reminder for TACs/ODCs Reporting Requirements:
  - Must be reported from all equipment and processes (e.g., combustion, material usage/handling/processing, fugitives)
  - Must be linked to criteria pollutants for the same emission source (by form/row number)

### Reporting Process

### Reporting Process

- Read the instructions
  - AER Web-Site at <a href="http://www.aqmd.gov/aer/aer.html">http://www.aqmd.gov/aer/aer.html</a>
- Collect fuel, material usage, and throughput records
- Identify appropriate emission factors for your sources
- Complete applicable forms based on facility-specific data

## Reporting Process (cont.)

- Review input data and calculations
- Submit report and fees
- Keep copies of the completed submittal and supporting documentation for your records





# Frequently Asked Questions



### What Emissions Should I Report?

- Report All Emissions from Stationary/Portable Sources
  - Permitted Equipment and Processes
  - –Non-Permitted Equipment and Processes

## What Emissions Should I Report? (cont.)

#### Do Not Report:

- On-Road and Off-Road Motor Vehicles (e.g., cars, trucks, fork lifts, construction equipment)
- State-Registered Portable Equipment
- Architectural Coatings (R1113: buildings, pavement, curb if used in manufacturing not exempt-have to be reported)
- Utility Equipment (e.g., lawn mowers)
- Clean Air Solvents
- Non-combustion charbroilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers
- <u>Do Not</u> Report as VOC: Exempt Materials per Rule 102 (e.g., acetone, ethane)

#### What Forms Do I Use?

- Forms that are applicable to facility's Operations
  - B1, B1U Boilers, Ovens, Dryers, Heaters,
     Furnaces, Afterburners
  - B2, B2U Internal Combustion Engines, Turbines
  - B3, B3U Use of Organic Materials
  - W, WU Credit for Waste Organic Materials
  - B4, B4U Miscellaneous Sources

## What Forms Do I Use? (cont.)

- B6, B7, B7U Above-Ground Tanks
- B8, B8U Bulk Loading
- CR RECLAIM,
- E1, E1U Power Generating Facilities (utilities only)
- P1, P1U, P2, P2U Oil/Gas Production and Chemical Plants
- R2-R7 Refineries
- T1 Terminals/Depots

#### What Should I Submit?

- Form S, TACS, X with signature, and Form A (if applicable)
- On-Line Submittal Confirmation
- Check payable to SCAQMD for all fees due (if applicable)

## What Supporting Documentation Do I Keep?

- References for source specific (non-default) EF:
  - CEMS Summary Data
  - Approved Source Test
  - Material Safety Data Sheet (MSDS)
  - Documentation for TAC emission factors
  - Waste Manifests and Analysis Reports
  - Other References (e.g, EPA AP-42)
- Control efficiency documentation (e.g. Source test)
- Other documentation (Refer to Help & Support Section)

## How Long Should I Keep My Records?

- Minimum of 5 Years
- Maintain copies of:
  - Completed report
  - Fuel/material use records
  - Throughput records
  - Source Test / Lab Analysis Reports
  - Other supporting documentation



## What Program Support Options Are Available?

- All instructions available On-Line
- District Web Site for Program Materials <a href="http://www.aqmd.gov/aer/aer.html">http://www.aqmd.gov/aer/aer.html</a>
- Link for Help & Support

http://www.aqmd.gov/webappl/help/aer/



## What Program Support Options Are Available?

(cont.)

- E-Mail for LOG-IN problems & technical questions: aer@aqmd.gov
- Help & Appointment Hotline (909) 396-3660
- One-on-One Consultation (by appointment)





### **AER Web Overview**



# Key Benefits of On-Line Reporting

- 24/7 access to latest program updates & data
- On-line searchable Help



## Benefits (Cont.)

#### System Help & Data Checks:

- Automatic form selection based on facility type (can override)
- Data automatically transferred to related forms
- Ease of navigation & form status
- Built-in default emission factors
- Minimize calculation errors
- Final review check before submit



## Benefits (Cont.)

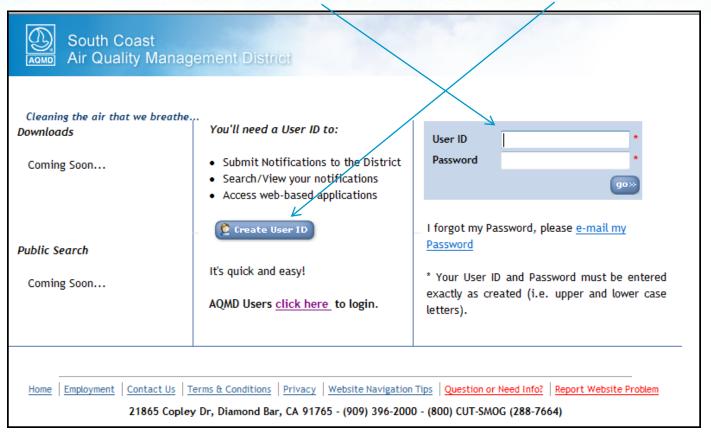
#### Secure access & database:

- Only approved users access facility data or submit report
- Ability to manage user access
- Database backups
- View prior year reports

### **AER Web Tool**

## Link: www3.aqmd.gov/webappl/wc/security/login.aspx

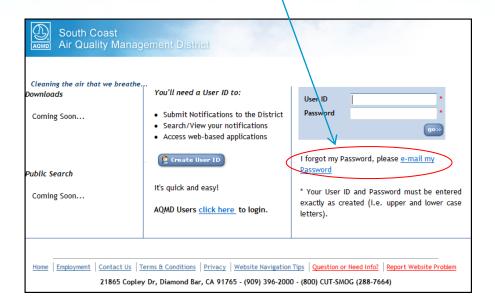
Enter User ID/Password or Create New ID



## Existing Users with ID

⇒ see letter

⇒"forgot password"







#### Re: CALENDAR YEAR 2012 ANNUAL EMISSIONS REPORTING/FEES

Dear Facility Owner/Operator:

The South Coast Air Quality Management District (AQMD) requires facilities that exceed specific emission thresholds to report their emissions annually and pay fees based on the amount of air contaminants emitted as stated in Rule 301(e) and Rule 301(0)(10). The emission-based fee is authorized by State Health and Safety Code Section 40510 to be used to cover the cost of various air quality improvement efforts such as evaluation, planning, air monitoring and inspections.

Your facility is identified to be subject to the Annual Emissions Reporting (AER) Program and is required to report emissions from all operations within your facility for the calendar year 2012 using AQMD's web-based program at <a href="http://www.aqmd.gcv/agr/agr/at/fmth">http://www.aqmd.gcv/agr/agr/at/fmth</a>.

You must be registered to access to the AER-Web (See the enclosed flyer for more information on accessing AER-Web.). You are strongly encouraged to attend one of the three workshops detailed in the enclosed flyer which will also include training on AER-Web. All the necessary information on how to log-in and use AER-Web and other essential tools for preparing your AER report are included under <a href="http://www.aemd.gov/aer/ser/html">http://www.aemd.gov/aer/ser/html</a>.

- If you have questions relative to emission calculations and report preparation, please call the Help and Support Hotline at (909) 396-3660.
- For problems with your LOG-IN, please send an e-mail to aer@aqmd.gov with your User ID and facility Id number.

The deadline for submitting the calendar year 2012 AER report and applicable fees is by 5 p.m. on Tuesday, March 5, 2013. If your completed report and fees (if any) are not post marked or are not received at the AQMD by the above deadline, you may be subject to enforcement actions by the AQMD and late payment surcharges. The annual emission report must be completed and submitted to the AQMD even if emission levels are below the thresholds and no fees are due.

Thank you for your cooperation and your important role in achieving more healthful air.

Sincerely,

Call My Manuel

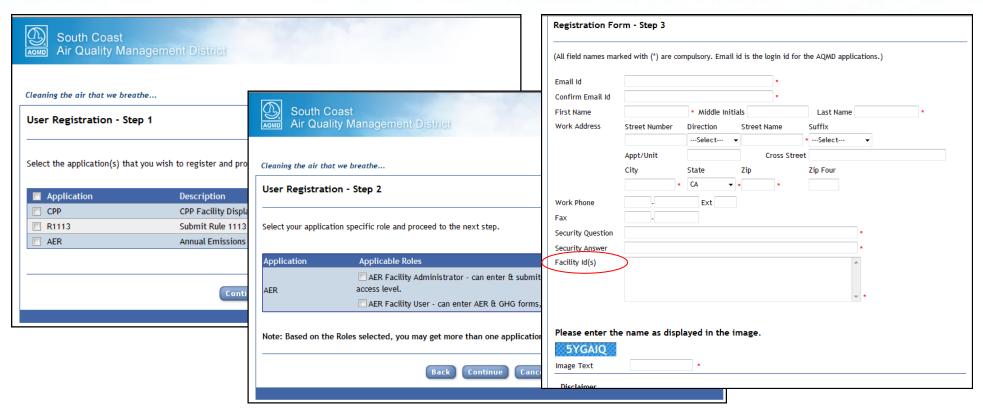
Ali R. Ghasemi

Program Supervisor

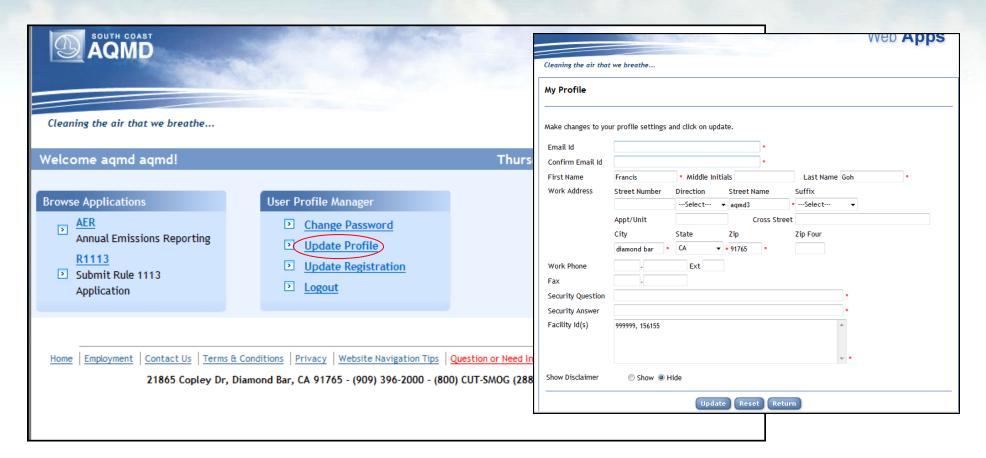
Enclosures

#### New Users:

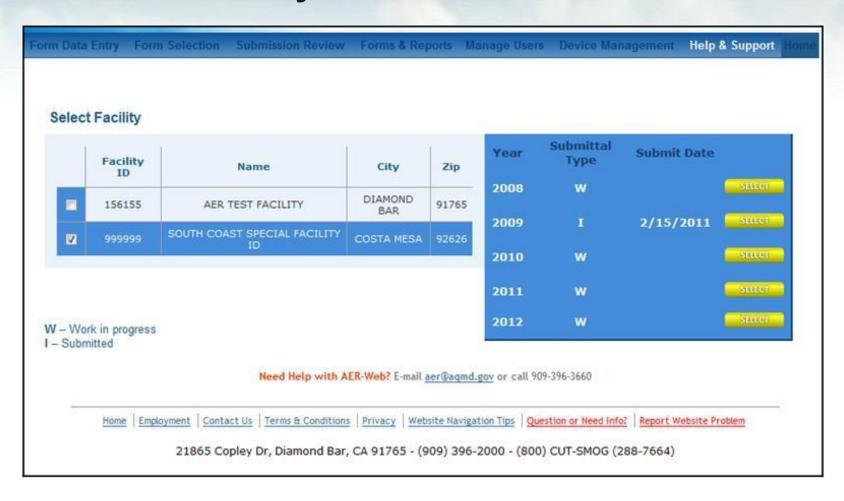
- 1. Create New User ID & Register
- 2. Contact Facility Administrator or AQMD staff (aer@aqmd.gov) for approval to access



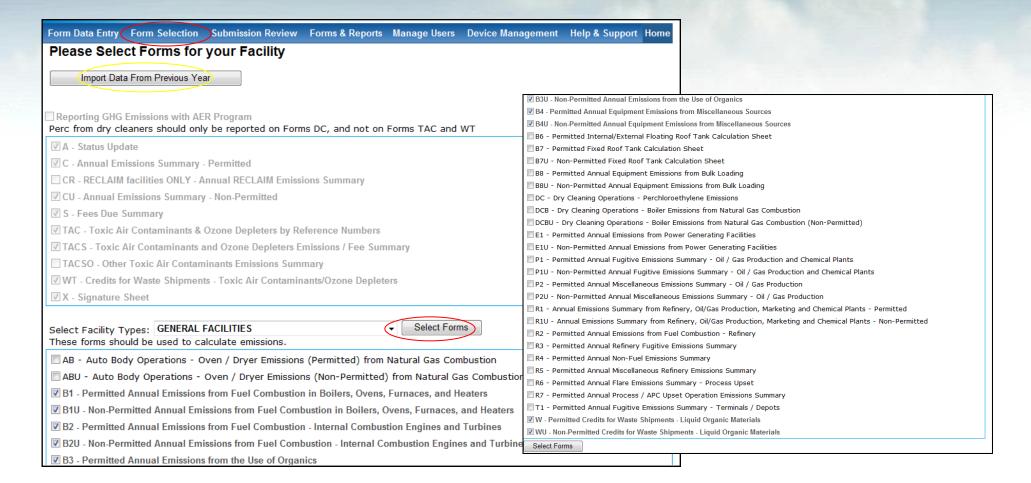
## Update Profile



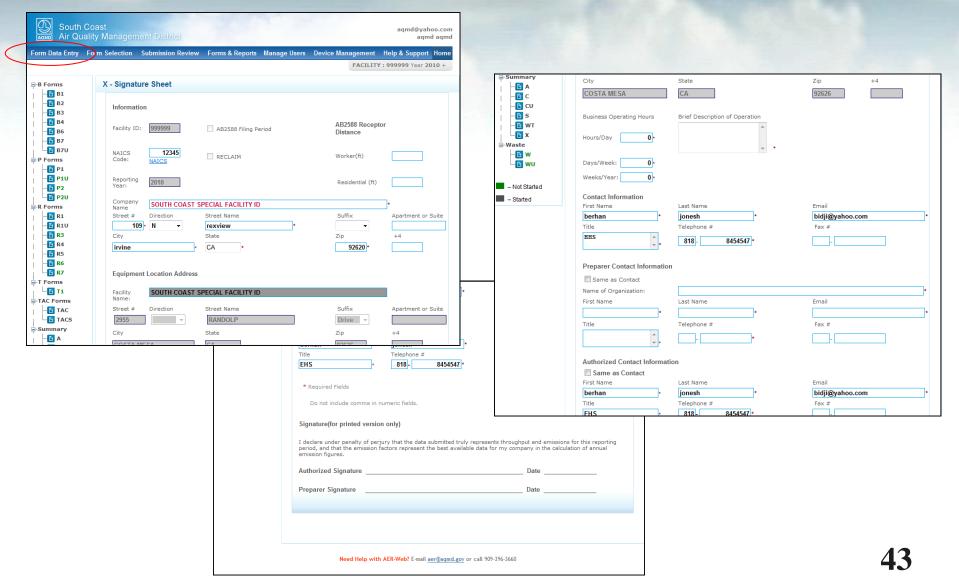
## Select Facility & Year



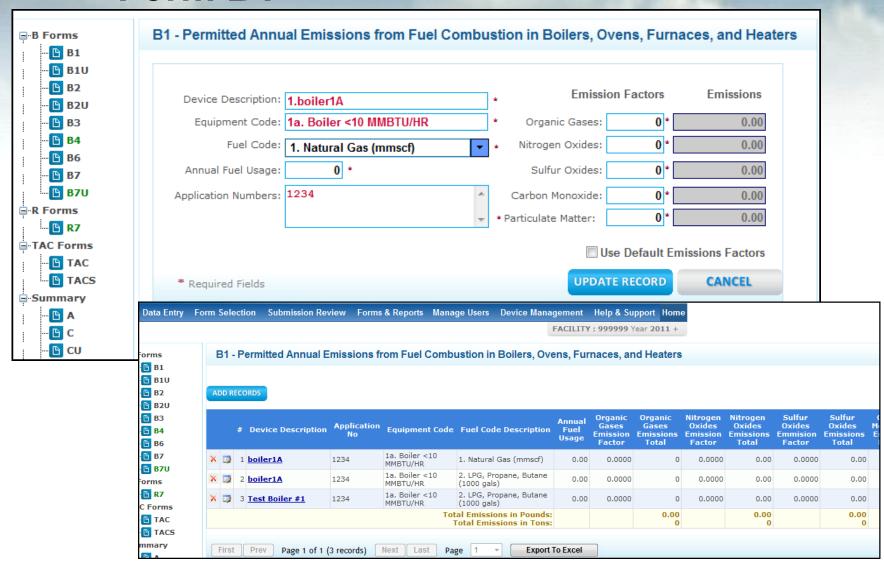
## Select Facility Type / Forms



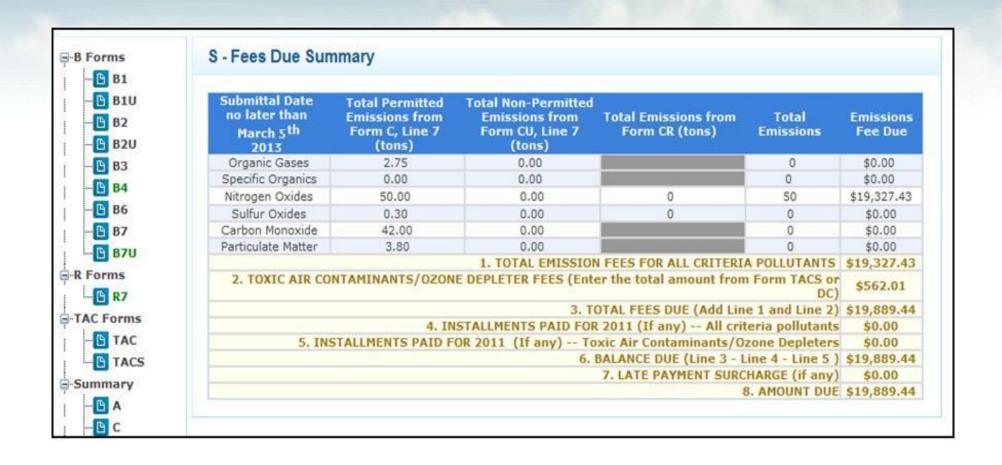
## Reporting/Data Entry



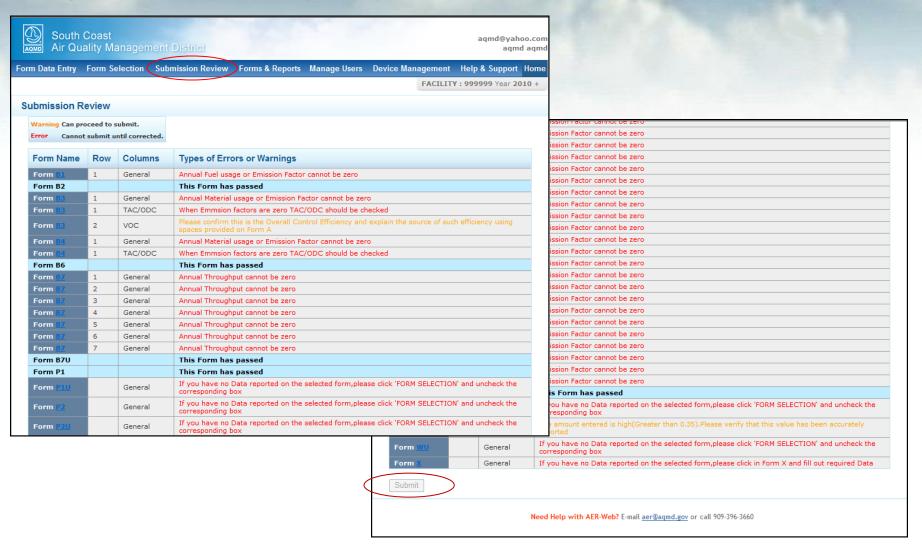
#### Form B1



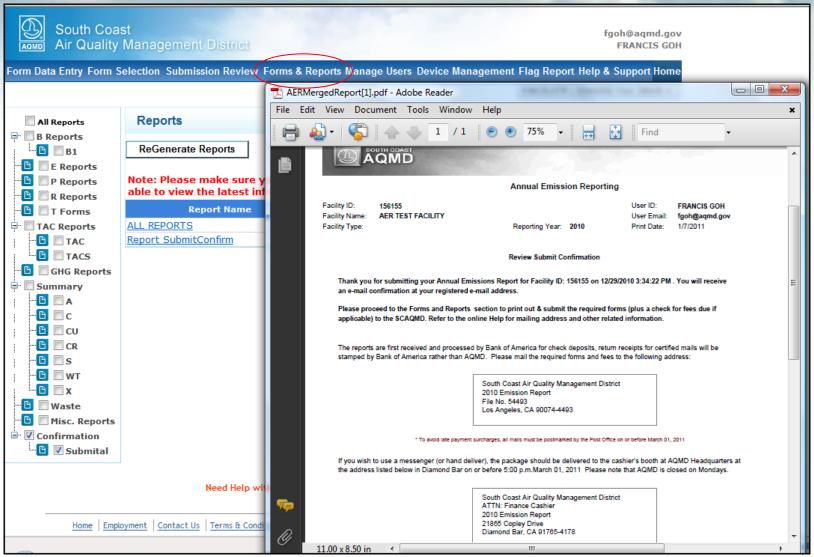
## Summary Form S



### Submission Checks

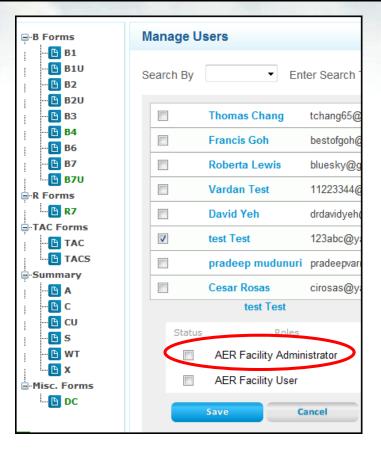


## Generate, View, and Print Reports

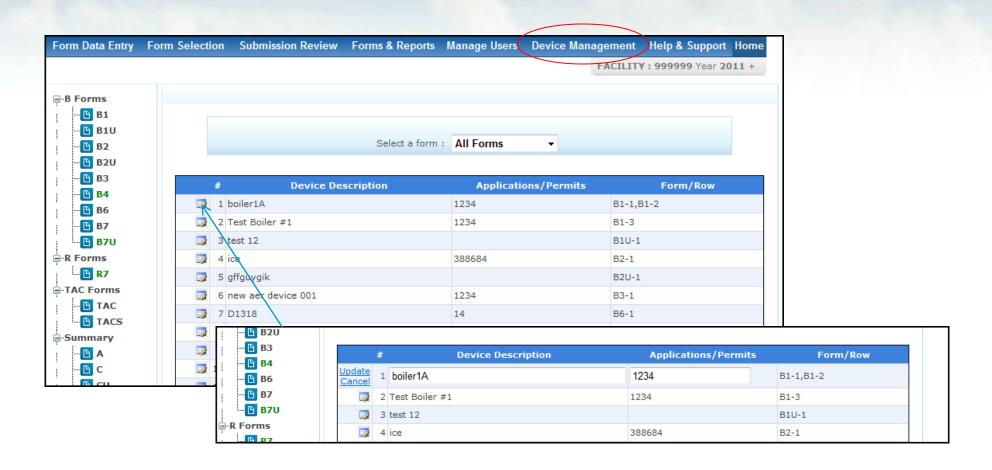


## Manage Access

Form Data Entry Form Selection Submission Review Forms & Reports Manage Users Device Management Help & Support Home



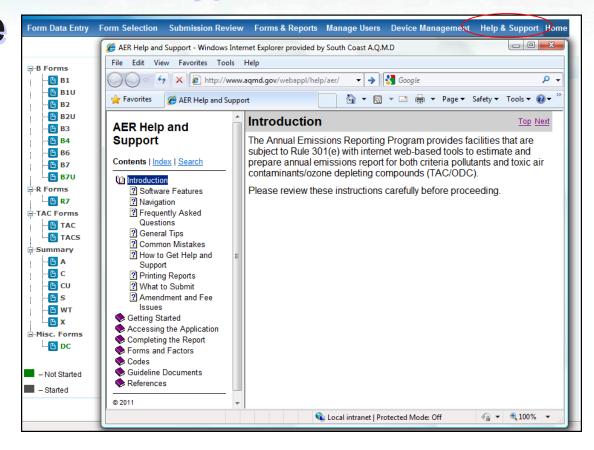
## Device Management



## On-line Help

HELP & SUPPORT – hyperlinked, indexed and

searchable



# Questions & Answers Hands On Training